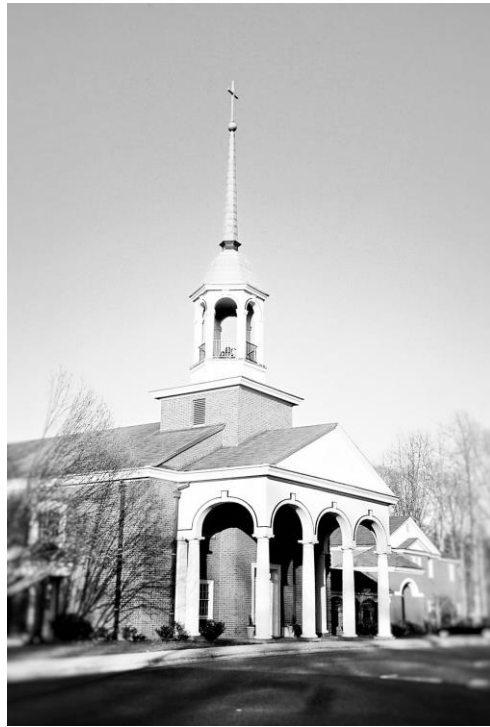


Mount Tabor United Methodist Church, Inc.

Building Use Policy Manual



Approved by Trustees

June 2017

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APPENDIX: Facility Maps

Purpose of Facilities

God has richly blessed Mount Tabor Church with beautiful facilities for its mission and purpose, which are to provide a place...

1. for the worship of God.
2. where people can learn to be Christ-followers and know his will for their lives.
3. where the church can connect with the surrounding community.
4. to enjoy Christian fellowship with each other.

Governing Principles

1. The buildings do not belong to any group, to any individual, or to the congregation. They belong to God. He has entrusted us with the use of these facilities, and we strive to maintain and care for them in a way that will please the Lord.

2. As stewards of the church facilities, we strive to share them with others to advance the Kingdom of God.

3. Mindful of the Christian commitment to serve, this policy is in compliance with and supplements the Discipline of the United Methodist Church.

Guidelines for Building Use

1. Mount Tabor Church members may use the facilities as part of the ministry of the Church. This includes groups, work areas, and committees sponsored by the Church Council. These groups take precedence over all other activities.

2. The facilities may be used for all regular **church ministry events**. The church will pay any custodial fees for these events.

3. Use of church facilities may be requested by church members for **personal events**, such as showers, reunions, anniversaries, etc. Member-based custodial and usage fees will apply.

4. Use of church facilities may be requested by church members for their non-church sponsored groups such as social, civic, service, educational, charitable events, etc. Member-based custodial and usage fees will apply.

5. Church facilities may be used by outside groups who are non-profit, non-political, and whose missions are compatible with those of Mount Tabor UMC. Non-member custodial and usage fees will apply.

6. Only church members may use the Sanctuary and the AWC for weddings. (See the separate policy sheets for these events.)

7. Members and non-members may use the Sanctuary and the AWC for funerals and memorial services. (See the separate policy sheets for these events.)

8. For-profit groups or businesses may not use the facilities.

General Policies and Provisions

(The policies below apply to **all** church spaces. In addition, please see the **specific** policies for each individual area.)

1. No alcoholic beverages are permitted in the church buildings or on the premises.
2. No furnishings or equipment can be borrowed or removed from the building or grounds.
3. Smoking is not permitted in any church buildings.
4. Unlocking and locking the doors is the responsibility of the group using the Church. The keys may be picked up from, and must be returned to the Church office.
5. Damage to the building or facilities and broken or missing equipment will be the responsibility of the group using the facilities.
6. The heating and cooling controls are preset. Please do not adjust the thermostats.
7. All persons and groups are expected to be good stewards of the church facilities.
8. All furnishings and equipment should be returned to their proper place before leaving the building. This includes chairs, tables, kitchen equipment, trash cans, and audio/visual aids.
9. All trash should be placed in the large cans provided, and trash bags removed to the dumpster behind the building. To help conserve bags, please completely fill one trash can before using another can.

10. The church encourages groups to recycle. Any items to be recycled should be removed by a member of the group, and should be taken home to put in a personal recycling bin.
11. Groups using the facility are responsible for turning off the lights.
12. For regular church meetings, group leaders are responsible for seeing that all building tasks are complete before leaving the church.
13. For any group of 50 or more, a responsible person will be required to complete a Building Condition Checklist after use of the facility. This Checklist should be returned with the church key.
14. The Sanctuary and the AWC are for the Glory of God and not for conducting business transactions. No selling or collecting of funds maybe done in these spaces. Please inquire about an appropriate space in which to take care of these activities.

Reservations and Booking

1. **All** building use requests are processed through the church office. Questions are answered by the church administrator and designated coordinator of the area and must be made during regular office hours:

Monday – Thursday, 9am – 5pm

Friday, 9am – noon

2. All requests should be made on the attached application. This application is available in the church office. It can also be downloaded from our website and sent to office@mttaborumc.org.

3. After an application is submitted, the Church, through its Senior Pastor and Trustees with other designated coordinators of requested area, reserves the right to make a determination as to whether a group may use the Church building, grounds, facilities and equipment. **Individual staff members can submit requests, but cannot personally give permission for building use.**

4. All events will be placed on the church master calendar in the church office after approval of the event is given and fees are paid.

5. Requests will be honored on a first come, first served basis.

6. Liability insurance is required of all outside groups using church spaces for an event. WRITTEN verification (hardcopy) of liability insurance and proof of Workers Comp insurance (if applicable) must be on file in the church office PRIOR to receiving the church keys for the event.

7. Outside groups requesting the use of Mount Tabor facilities for events in which children or youth will be involved, must provide proof that their organization has a written Safe Sanctuaries or similar policy in place before facility use will be granted.

Alspaugh Worship Center

1. Anyone using the AWC must use the church's approved Technical Assistance Team. This will be arranged through the office when the Building Use Request is approved. The fee for the use of the equipment and the technician will be based on the specific technical needs of the event.
2. No equipment may be removed from the AWC. This includes music stands, microphones, microphone stands, headsets, etc.
3. No food or drink is allowed in the AWC.
4. Following the scheduled event, the person in charge is asked to survey the room and remove any trash that may have been left on the floor, including between the seats.
5. No signs may be attached to the walls in the AWC.
6. No buying/selling or other business transactions may be done in the AWC.
7. Room capacity: 425

Fellowship Hall

The Fellowship Hall may be used in accordance with the Church Building Use Policies.

The Fellowship Hall is located off of the Trinity Welcome Center (TWC). Use of the Hall includes:

- entry and exit through the TWC.
- access to the restrooms located in the TWC.
- casual access to the Main Kitchen (ice, water, coffee maker). For any other use of the Kitchen, please refer to the Main Kitchen usage agreement.

The Fellowship Hall's regular set-up includes:

- 7 round tables (seat 8), plus chairs
- 5 8-ft rectangular tables
- Piano
- Two televisions
- Podium

Room capacity: 80 seated/120 standing

Any change in the regular set-up is the responsibility of those using the Hall; and the room must be returned to the regular set-up upon completion of the event. Users who are not part of a church ministry group are responsible for providing their own linens, paper products, utensils, etc. Trash cans/bags will be provided and are located in the kitchen. Users are responsible for taking out the trash and putting it in the dumpsters located at the rear of the church.

Family Life Center (FLC)

The Family Life Center may be used in accordance with the Church Building Use Policies.

The Family Life Center is located to the rear of the Trinity Welcome Center (TWC) and is the largest rental space available at the church. It is also used as a gymnasium. Use of the Family Life Center includes:

- entry and exit through the TWC.
- access to the restrooms located in the TWC.
- casual access to the Main Kitchen (ice, water, coffee maker). For any other use of the Kitchen, please refer to the Main Kitchen usage agreement.

The Family Life Center is normally set up to be used for sporting events. However, the following are available for social events:

- 12 round tables (seat 8) plus chairs for each table
- 34 6-ft rectangular tables
- Retractable “big” screen and projector
- Small stage

Room capacity: 500

Any change in the regular set-up is the responsibility of those using the FLC; and the room must be returned to the regular set-up upon completion of the event. Users who are not part of a church ministry group are responsible for providing their own linens, paper products, utensils, etc. Trash cans/bags will be provided and are located in the kitchen. Users are responsible for taking out the trash and putting it in the dumpsters located at the rear of the church.

Trinity Welcome Center (TWC)

The Trinity Welcome Center may be used in accordance with the Church Building Use Policies.

The TWC is the hub of the church. It is used as the main entrance and exit to other spaces. As such, it is a much-used common area. It is available for small standing receptions and other small gatherings. Dining tables and chairs are not used in the TWC. It is also the location for the main restrooms, which also accommodate the other spaces. If there is an event in the AWC, the FLC, or the Fellowship Hall, the TWC will most likely be a high traffic area. Sitting on the Welcome Center desk or removing the chairs from behind the desk is not allowed. Users of this space are asked not to rearrange the furniture.

Room capacity: 100 standing only

Main Kitchen

The main kitchen, located between the Fellowship Hall and the Family Life Center, can be used in accordance with the General Church Building Use Policies. In addition the following will apply to the main kitchen:

1. Groups using the Fellowship Hall and Family Life Center for events may use the ice machine, refrigerator, and freezer during their event.
2. Paper products, plastic utensils, kitchen equipment, table coverings, table decorations, etc. will be provided for church ministry events only. All others must bring their own supplies.
3. Outside groups may use the church coffee makers, but must supply their own coffee.
4. Any food stored in the refrigerator, freezer, or on kitchen counters must be removed at the end of the event.
5. General kitchen cleanup is the responsibility of any group who uses the kitchen. PLEASE FOLLOW THE DIRECTIONS POSTED ON THE SIGN IN THE KITCHEN. Following cleanup, the person responsible for the group should place their initials on the cleanup form. This requirement applies to ALL groups using the kitchen, member and non-member.
6. Questions concerning cooking or using the dishwasher in the main kitchen should be directed to the church hostess. No cooking is allowed without written permission.

Fee Schedule

1. The fees listed below include utilities and use of the space. There is a mandatory custodial fee of \$75, which covers bathroom cleanup and mopping of the spaces. (Please refer to General Policies for additional cleanup that the group is required to do.) When labor for set up or take down is required an additional custodial fee may be charged. A minimum of \$75 per service is required. Fees are subject to approval by the Trustees.
2. Events taking place on Saturday may require an additional custodial fee due to the church needing to be ready for Sunday morning.
3. Custodial services are billed at \$75 an hour with a one-hour minimum.
4. Fees for non-member groups are billed on a half-day (4 hour) basis, which includes setup and take down. Any additional time will incur an additional fee.

Fee Schedule
for Non-Mount Tabor Members and Outside Groups

	<u>Usage Fee</u>
AWC	\$200
Audiovisual technician fee (required)	\$50 minimum
Fellowship Hall	\$100
FLC	\$150
Main Kitchen	\$100
TWC (Available for standing events only)	\$50
Classrooms	\$50

Fee Schedule for Mount Tabor Members
(personal events, non-church ministry groups)

	<u>Usage Fee</u>
AWC	\$150
Audiovisual technician fee (required)	\$50 minimum
Fellowship Hall	\$50
FLC	\$100
Main Kitchen	\$50
TWC (Available for standing events only)	\$50
Classrooms	\$25

Funeral Policy

1. Members and non-members may use the Sanctuary and the AWC for funerals and memorial services. There is no usage fee, however, other fees may apply, including custodial, media/sound, music, etc. Please consult the officiating pastor for details.
2. Arrangements for funeral services must be overseen by the Senior Pastor or a person of this pastor's designation.
3. When requested, the church also provides a complimentary funeral reception consisting of light refreshments. Please consult the officiating pastor and church hostess for details.
4. The funeral schedule should not be finalized until the church's availability is confirmed by the officiating pastor.

Wedding Policy

Please see separate Wedding Booklet available through the church office.

MOUNT TABOR UNITED METHODIST CHURCH
APPLICATION FOR USE OF BUILDINGS AND GROUNDS
for INDIVIDUALS OR NON-MTUMC MINISTRY GROUPS

Phone: 336-765-5561 Fax: 336-768-4300

*Return completed form to Mount Tabor United Methodist Church, c/o Senior Church Administrator Libby Craven,
 3543 Robinhood Road, Winston-Salem, NC 27106 or email office@mttaborumc.org.*

Group Name _____ Application Date _____

Person Responsible _____

Phone Number (H) _____ (W/C) _____

Email address (if applicable) _____

Mount Tabor Church Group (Y/N) _____ Other Methodist Group (Y/N) _____ Non-Methodist Group (Y/N) _____

Please circle appropriate group: SOCIAL CIVIC SERVICE EDUCATIONAL CHARITABLE

Are any of your group members of Mount Tabor United Methodist Church? If so, please list their names.

Please briefly describe your activity:

Expected attendance _____ Date Requested _____ Time of Event _____

Time frame for set-up and clean-up _____

Facilities Requested Please note charges are for a half day (approximately 4 hours.) Make Checks Payable to Mount Tabor United Methodist Church

	Non-Members	Members
___ Alspaugh Worship Center*	\$ 200	\$ 150
___ Required Audiovisual Tech fee	\$ 50 minimum	\$ 50 minimum
___ Family Life Center	\$ 150	\$ 100
___ Trinity Welcome Center	\$ 50	\$ 50
___ Fellowship Hall	\$ 100	\$ 50
___ Main Kitchen*	\$ 100	\$ 50
___ Youth Commons and Kitchen	\$ 100	\$ 50
___ Parlor	\$ 75	\$ 50
___ Classroom	\$ 50	\$ 25
<input checked="" type="checkbox"/> Custodial Services Fee	\$ 75 REQUIRED	\$ 75 REQUIRED
	(only covers mopping and bathroom cleaning)	
___ Set up Service	\$ 75	\$ 75
___ Break down Service	\$ 75	\$ 75
___ AV Equipment Needed: _____		

**AREA REQUIRES COORDINATOR APPROVAL*

I HAVE READ THE POLICIES AND PROVISIONS FOR THE USE OF THE CHURCH BUILDINGS AND FACILITIES AND AGREE TO ABIDE BY THEM.

SIGNATURE: _____ DATE: _____

JUNE 2021

OFFICE USE ONLY			
TRUSTEES Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	- Date _____	Signature _____
* _____ Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	- Date _____	Signature _____
* _____ Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	- Date _____	Signature _____
Placed on Calendar Date _____		Signature _____	
Fee _____	Dated Collected _____	Check # _____	By _____